

(Name of Organization)

Standardized Grievance Form

Please read the (name of organization) Employee Grievance Procedure prior to filing a grievance.

Employee Information		
Employee's Name:	Job Title:	Division and Work Unit:
Social Security Number:	Daytime Phone:	Mailing Address:
Grievance Information		
Date of Occurrence: _____	Have you discussed this issue with your supervisor? <div style="text-align: center;">G yes G no</div>	Supervisor's Name:
Note: Must be within 10 days of filing	Date(s) of discussion:	Supervisor's Phone:
<p>Issue of Grievance: (Please read the list of issues that are not grievable on the back of this form.)</p> <p>List specific problem(s)/issue(s). Example: written reprimand, leave without pay, etc.:</p> <p>_____</p> <p>For clarification of the issues of your grievance, please provide statements regarding the unfavorable employment decision/condition which is the subject of this grievance. (Describe what happened, when and where, how your employment has been affected, and indicate names of others involved. Attach any supporting documentation.)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Relief Requested: Indicate the action(s) that would resolve your grievance.</p> <p>_____</p> <p>_____</p>		

My signature indicates that the information contained on this form and attachments to this form are true and factual to the best of my knowledge.

Date

Employee's Signature

Group Grievance: If this is a group grievance, attach a list of all employees who are parties to the grievance. The list must include each employee's name, social security number, day time phone number and signature. The list must also designate one employee as spokesperson for the group.

For Personnel Office Use

Date Received

Signature of Personnel Officer

Note: Grievance is not officially filed until this form is received by the Personnel Office

Non-Grievable Issues for Unclassified Employees

The following issues are not eligible for processing through the (*Name of Organization*) Employee Grievance Procedure.

1. Issues which are pending or have been concluded by the Georgia Commission on Equal Opportunity, or through other administrative or judicial procedures.
2. Performance responsibilities, expectations, and evaluations.
3. Temporary work assignments.
4. Budget and organizational structure, including the number or assignments of positions in any organizational unit.
5. The selection of an individual to fill a position, unless it is alleged that the selection is in violation of an agency's written policy.
6. Termination, demotion, reassignment, furlough, layoff from duties because of lack of work, or other actions resulting from a reduction in the work force or job abolition.

If the subject of your grievance is related to any of the areas listed above, your grievance cannot be processed through the Employee Grievance Procedure.

For Assistance

Contact:
between the hours of (8:00 a.m.) and (5:00 p.m.) Monday through Friday

Telephone:
Address:

Mail, fax, or hand deliver your grievance to the following:

Name
Address
Telephone
Fax